

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-06**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

BOARD POLICY DEVELOPMENT AND REVIEW

1. PURPOSE

Policy establishment is one of the most critical responsibilities of the James Bay Lowlands Secondary School Board. It is through effective policies that the Board provides direction and stability to, and the framework for, the operation of the school system.

This policy clarifies the intent and guiding principles of Board governance policies and directs their development, review, and implementation.

2. DEFINITIONS

Policy: A Board policy is a statement of intent, governing principles, or Board expectations adopted by the James Bay Lowlands Secondary School Board in public session. Policies direct a course of action, provide vision for the future, and establish a framework for the effective operation of the Board.

Governance By-Laws: The Governance By-Laws establish rules for Board governance such as the role of the trustee, officers of the Board, order of business, establishment of regular and special committees, and rules for Board meetings.

Administrative Procedure: An administrative procedure is a prescribed course of action by which the supervisory officer or designate directs the staff. Administrative procedures supplement Board policy and must be consistent with Board values, policies, and priorities. A guideline or handbook may also serve as an administrative procedure or support such a procedure.

3. GUIDING PRINCIPLES

- 3.1 Board policies provide an appropriate balance between the responsibility of the Board to develop directing principles for the system, and the opportunity for the supervisory officer and designates to exercise professional judgement in the administration of the district.
- 3.2 The Board shall establish governance policies to guide the actions of the supervisory officer and staff. These policies shall be broad enough to allow flexibility in dealing

with diverse situations at appropriate expense, while ensuring reasonable consistency in implementation.

3.3 Board policy may be developed for the following purposes:

- a) to give substance to the Board's statements of vision and mission and the Board's multi-year plan;
- b) to make a public statement by which the Board can be held accountable;
- c) to comply with legislated requirements; and/or
- d) to set broad parameters for the supervisory officer or designate to establish administrative procedures.

4. POLICY

- 4.1 Policy statements reflect the basic philosophy and values established for the system and constitute basic principles for decision-making and action by administrative personnel.
- 4.2 Through statements of policy, the Board of Trustees exercises its legislative authority and controls the operation of the school system by establishing the limits within which the activities of professional staff may occur.
- 4.3 Effective policies eliminate inconsistency in Board and administrative actions and minimize the need for the Board of Trustees and the staff in supervisory roles to deal repeatedly with like matters.
- 4.4 The value and importance of policies demand a consistent and comprehensive process of policy development. Therefore the Board of Trustees approves the development of policies in accordance with the guidelines outlined in this policy.
- 4.5 The supervisory officer or designate is authorized to issue administrative procedures to implement Board policy and is responsible for the implementation of those procedures.

5. IDENTIFICATION OF POLICY NEEDS

- 5.1 The identification of the need for a Board policy or for the revision of an existing Board policy may be initiated by a directive from the Ministry of Education or federal, provincial, or municipal governments.
- 5.2 The identification may also be initiated by:
 - the Board of Trustees at any time through approved Board motion;
 - staff members of the Board (system and school administrators, teachers, non-teaching staff), introduced by a report to the Board by administration; or

- the public (parents, students, the community), after completing the Policy Initiation/ Revision Form. [See Appendix A.]

6. DRAFTING NEW POLICY OR POLICY CHANGES

- 6.1 The plan to develop or review a policy shall be presented to the Board by the supervisory officer or designate and shall include the purpose for the policy to be developed or reviewed, the impact on the overall operation of the Board, the key areas to be addressed, the identification of who needs to be involved in the process, and the timelines for the completion of the process.
- 6.2 The finance and human resources administrator or designate shall be responsible for writing a draft of the new or revised policy. Input and assistance may be obtained from a committee, school staff, the principal, administrative and support representatives, or from other individuals and organizations as deemed necessary.
- 6.3 The draft policy may be forwarded to one or more of the following for reaction and suggested revisions:
- Trustees
 - Administrative and support staff
 - The principal
 - School staff
 - Non-teaching employee groups or individuals
 - The Ontario Secondary School Teachers' Federation
 - The School Council
 - External organizations: i.e., the Ministry of Education, the Ontario Human Rights Commission, Board lawyers, etc. as required.
- 6.4 The finance and human resources administrator will present each policy to a Committee of the Whole Board for study. Any major changes requested by the Board will be referred to the finance and human resources administrator for revision. Following approval by consensus at the Committee of the Whole meeting, the policy will be referred to the Board for final disposition.
- 6.5 If adopted, the policy becomes official and is posted in electronic form on the Board website.
- 6.6 The finance and human resources administrator is also responsible for ensuring that any policy additions or revisions adopted by the Board are distributed to the system in print format as follows:
- Board of Trustees—policy manual kept in Board office
 - Supervisory Officer
 - Finance and Human Resources Administrator
 - Principal
 - School staff room or other suitable location designated by the principal for use by the school staff

- 6.7 Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment shall be considered revoked. The finance and human resources administrator shall ensure that revoked policies are deleted from the website and policy manuals.
- 6.8 Those responsible must develop action plans and procedures to implement the policy.

7. POLICY EVALUATION AND REVIEW

- 7.1 The Board, with the assistance of the supervisory officer and/or finance and human resources administrator, shall periodically measure the effectiveness of Board policies and their implementation, and shall develop a review process that includes a process for revising Board policy as required.
- 7.2 Policies will be reviewed at any time upon the request of the Board.

8. BOARD EXPECTATIONS

Policy Requirements:

- 8.1 An effective policy must respect the Board's mission statement, reflect the goals of the Board, and must conform to current legislation.
- 8.2 The policy must be relevant to the current and future operation of the system.
- 8.3 The purpose of the policy needs to be clear, free from ambiguities and uncertainties, and the policy must be written in clear, concise, inclusive language. The policy must avoid acronyms.
- 8.4 The policy must be broad enough to permit discretionary action in meeting day-to-day situations, yet be specific enough to give clear guidance.
- 8.5 The policy will include the provision for evaluation and review.

Policy Format:

- 8.6 All Board policies will be written in a consistent format approved by the Board. This format shall include the following:
- policy number
 - policy title
 - statement of purpose or rationale for the policy
 - guiding principles
 - Board policy statement

- Board expectations / guidelines
- a template for date of adoption, number of the relevant Board motion, the date of the last revision
- cross references to legislation and related Board policies and procedures

REFERENCE DOCUMENTS

Legal References:

Education Act: Paragraph 169.1 (1) (d) Duties and Powers of Boards: Develop and maintain policies

Education Act: Paragraph 169.1 (1) (e) Duties and Powers of Boards: Monitor and evaluate the effectiveness of policies developed by the board

Education Act: Section 283 Chief Executive Officer: Within policies developed by the board, develop and maintain an effective organization

Education Act: Section 286 Duties of Supervisory Officers: Assist teachers, cooperate with boards

Board References:

Board Governance Policies

Board Governance Bylaws

Administrative Procedures

APPENDIX A

**James Bay Lowlands Secondary School Board
Policy Development and Revision
Policy Initiation/Revision Form**

Name: _____ Telephone: _____

Address: _____

Area of Involvement/Group/Organization:

State the policy issue, need, or problem:

Explain why there is a need for a new policy or for revision of a current policy:

Outline the scope of the proposed new policy or policy revisions:

(Signature)

(Submit to the Finance and HR Administrator)

Personal information contained on this form is collected under the authority of the <i>Education Act</i> and will be used for the principal purpose of initiating or revising Board policies. Questions about this collection should be directed to the Finance and HR Administrator, James Bay Lowlands Secondary School Board, P.O. Box 157, Moosonee, Ontario, P0L 1Y0, Telephone (705) 336-2903.
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